Chelsea High School
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CHELSEA, ALABAMA 35043
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K. Wayne Trucks
Principal

Cynthia D. Coyle
Assistant Principal

Matthew E. Stephens
Assistant Principal

December 4, 2015

Dear Students and Parents,

Semester exams are scheduled for Tuesday, December 15th through Friday, December 18th. Semester exams count for 20% of the semester grade. During these exam days, students may check out after the exam period if they have submitted a completed form signed by a parent and/or guardian. Students will not be allowed to take an exam, check out, and then check in for another exam.

No checkouts will be accepted by telephone or note.

Lunch will be served each day at 9:30am. The school buses will run their normal schedules each day. Once students check out they must leave campus immediately. If they do not have a ride home, they will remain in classes. Students cannot check out and then return to ride the bus after school.

College and Career Center exams are scheduled for Friday, December 11th.

Students are dismissed Friday, December 18th at 1 pm. The buses will run scheduled routes at that time.

Please submit the form below to your student's 4th period teacher by Thursday, December 10th.

Semester Exam Check-Out Form

_____ _____ _____
Student Name Grade 4th period teacher

_____
Parent Signature

Please indicate check-out times. Students must remain in class for the entire exam period. If staying all day no mark is necessary for that day.

Date	Exams				
Tuesday, 12/15	(1st & 4th)	□ 9:24am	□ 12:33pm	□ No Exams	□ Checking In
Wednesday, 12/16	(2nd & 6th)	□ 9:24am	□ 12:33pm	□ No Exams	□ Checking In
Thursday, 12/17	(3rd & 8th)	□ 9:24am	□ 12:33pm	□ No Exams	□ Checking In
Friday, 12/18	(5th & Make-up)	□ 9:24am	□ 11:08am	□ No Exams	□ Checking In